TRINITY COUNTY PLANNING DEPARTMENT

Requirements For A Complete Planning Director's
Issued Use Permit Application

ARCHITECTURAL REVIEW

The following items are REQUIRED for a complete application:

- COMPLETED AND SIGNED APPLICATION FORM

- 8 ½” x 11” SITE PLAN drawn to scale showing proposed and existing development, particularly the location of buildings, driveways, wells, etc. and their distance from property lines. Indicate other information pertinent to the project (see example site plan). For sign permits also include location of the sign(s) on site plan and a separate detail drawing of the sign providing dimensions, construction materials, and graphic representation of text.

- PROPERTY OWNERSHIP/LOCATION MAP with the subject property and all properties within a radius of 300 feet of the subject property clearly identified. Write the property owners names on the parcels.

- PROPERTY OWNERSHIP LIST providing the names and addresses of all property owners identified on the Property Ownership Map. A label sheet is included on which to type or print the ownership list – please center and type well within the labels. (See example)

- STAMPED LEGAL SIZE ENVELOPES Addressed to the individuals identified on the Property Ownership List.

- THREE STAMPED LEGAL SIZE ENVELOPES addressed to project applicant/agent for which notices, staff reports, or other correspondence is to be sent.

- SIGNED AND DATED LAND USE ENTITLEMENT FORM (Please sign and date this form only)

- AGENT’S AUTHORIZATION FORM is required if the applicant authorizes someone else to act on their behalf, or is not the current owner of the subject site.

- APPLICATION FEE, see attached fee schedule.

ADDITIONAL INFORMATION FOR MOBILE HOMES
Mobile homes manufactured prior to October of 1973 do not have a roof load rating and require a ramada constructed over them. A separate building permit is required for ramadas.

ADDITIONAL INFORMATION FOR SIGN PERMITS
If the proposed sign is within 600 feet of any State Highway either:

a. A State sign permit for the proposed sign(s) must be included in this application; or

b. A letter from the California State Department of Transportation indicating that a State sign permit is not necessary for the proposed sign.
APPLICANT

Name: ___________________________ Day Phone: ___________________________
Address: ___________________________ ___________________________
City: ___________________________ State: ______ Zip: ______

PROPERTY OWNER □ Check if same as Applicant (If more than one property owner is involved, attach list.)
Name: ___________________________ Day Phone: ___________________________
Address: ___________________________
City: ___________________________ State: ______ Zip: ______

PROPERTY DESCRIPTION

Property location/Address: ___________________________
Assessor’s parcel Number(s): ___________________________ Size: ______(acres)
Property’s Approx. Elevation: ___________________________
Existing Land Use: ___________________________ Present Zoning: ___________________________ General Plan Designation: ___________________________

REQUEST/INFORMATION

INFORMATION REQUIRED FOR MOBILE HOME/RV PERMITS
Year of Manufacture: ___________________________ Roof Load: ___________________________
Living Area (Sq. Ft.): ___________________________ Dimensions: ___________________________

FOR OFFICE USE ONLY

Application Received by: ___________________________
Date: ___________________________
First Hearing: ___________________________
Application Fee: ___________________________
Receipt No.: ___________________________

I hereby certify that I am the owner of record of the property described above, or have authorization to act in behalf of the owner of the owner (note attached), and that this application and all other documents submitted are true and correct to the best of my knowledge and belief.

Applicant’s Signature ___________________________ Date ___________________________
Agent's Authorization Form
(Required only if Applicant is other than the property Owner)

I, the undersigned, state that I am (one of) the owner(s) of the proposed:

________________________ (type of proposal)

on Assessor’s Parcel Number # __________________________. I do hereby authorize and
empower __________________________ to act on my behalf on all
matters relating to said project in connection with its filing, processing, approval, conditional
approval or disapproval by Trinity County, its boards and commissions, officers, employees and
agents. Should I revoke this authorization it is my responsibility to serve written notice of said
revocation to the County of Trinity by delivery to the Secretary to the Planning Commission.

1.
Signature

Owner (Print)

Address

Phone

Date:

2.
Signature

Owner (Print)

Address

Phone

Date:

RETURN WITH YOUR APPLICATION FORM
Trinity County Planning Department  
Authorization to Enter Private Property

The Trinity County Planning Department as the lead agency performs the environmental evaluation for the California Environmental Quality Act (CEQA). State law requires that Department employees have permission from the landowner to enter private property. In order for the Department to perform the evaluation on your proposed project we will need your permission to enter your property to conduct an environmental review of your proposed project.

By signing this authorization to enter your property you are granting the Department access to your property for the purpose of evaluating your proposed project. The authorization is valid from the date the Department receives notice of your proposed project and any monitoring periods thereafter.

Print Name

Signature

Date

RETURN WITH YOUR APPLICATION FORM
## SITE PLAN

Applicant Prepared Site Plan to Accompany Director’s Issued Use Permit Application

<table>
<thead>
<tr>
<th>Application No.</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Drawn By:</th>
<th>APN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Zoning:</td>
</tr>
<tr>
<td>Scale:</td>
<td>Lot Area:</td>
</tr>
</tbody>
</table>
Sample Property Ownership Map

**SAMPLE PROPERTY OWNERSHIP LIST**

1. APN: 000-00-000
   - Jean M. Doe
   - P.O. Box 123
   - Weaverville, Ca. 96093

2. APN: 12-34-567
   - Paula L. Andres
   - 1500 Stoddard Ave.
   - Sacramento, Ca. 95801

3. APN: 023-33-12
   - Jay D. Serd
   - P.O. Box 456
   - Hayfork, Ca. 96041

4. APN: 10-110-30
   - Any Name
   - 222 Front Street
   - Real Town, Ca. 92817

5. APN: 26-09-09
   - Henry Q. Smith
   - P.O. Box 789
   - Lewiston, Ca. 96092

6. APN: 35-23-37
   - Same Somebody
   - 885 Fifth Avenue
   - New York, NY 72812

And so forth.

**NOTE:**

THE PROPERTY OWNERSHIP LIST MUST BE CLEARLY PRINTED OR TYPED ON THE MAILING LABEL. IF YOU NEED ADDITIONAL LABELS, THEY MAY BE OBTAINED AT THE PLANNING DEPARTMENT.
EXTRA REQUIREMENTS FOR SIGN PERMITS

An 8 ½ X 11 drawing of the sign design shall be submitted which shows the following:

1. Size of Sign
2. Height of sign
3. How supported (e.g. size of posts - wood, metal)
4. Foundation
5. Illuminated or not - if it is, direct or indirect lighting
6. Double-sided or single-sided
7. Site Plan - specify location
<table>
<thead>
<tr>
<th>Category</th>
<th>Planning Dept.</th>
<th>Building</th>
<th>Envir. Health</th>
</tr>
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<tbody>
<tr>
<td>General Plan</td>
<td>$2,150.00</td>
<td></td>
<td>$58/$165</td>
</tr>
<tr>
<td>Zone Change</td>
<td>$1,950.00</td>
<td></td>
<td>$76/$219</td>
</tr>
<tr>
<td>PC Zoning Determination</td>
<td>$1,100.00</td>
<td></td>
<td>$76/$219</td>
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<tr>
<td>Agriculture Preserve Application or Cancel.</td>
<td>$2,200.00</td>
<td></td>
<td>$76/$219</td>
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<tr>
<td>TPZ Application or cancellation</td>
<td>$2,200.00</td>
<td></td>
<td>$76/$219</td>
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<tr>
<td>Open/Closed Range application or cancellation</td>
<td>$2,000.00</td>
<td></td>
<td>$76/$219</td>
</tr>
<tr>
<td>Variance</td>
<td>$1,760.00</td>
<td></td>
<td>$76/$219</td>
</tr>
<tr>
<td>Use Permit Class 1</td>
<td>$500.00</td>
<td>$75(RV)</td>
<td>$76/$219</td>
</tr>
<tr>
<td>Use Permit Class 1 - mod. port. batch &amp; screen</td>
<td>$775.00</td>
<td></td>
<td>$76/$219</td>
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<tr>
<td>Use Permit Class 2</td>
<td>$1,925.00</td>
<td></td>
<td>$76/$219</td>
</tr>
<tr>
<td>Use Permit Class 3 (Mines &amp; complex proj.)</td>
<td>$3,575.00</td>
<td></td>
<td>$76/$219</td>
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<tr>
<td>Use Permit Time Extension</td>
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<td></td>
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<tr>
<td>Class 1</td>
<td>$150.00</td>
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<tr>
<td>Class 1-mod</td>
<td>$350.00</td>
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<tr>
<td>Class 2 &amp; 3</td>
<td>$500.00</td>
<td></td>
<td>$76/$219</td>
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<tr>
<td>Floodplain Review &amp; Permits</td>
<td></td>
<td></td>
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<tr>
<td>Floodplain Development Permit-Director issued</td>
<td>$395.00</td>
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<td>$76/$219</td>
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<tr>
<td>Floodplain Development Permit-PC issued</td>
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<td>$76/$219</td>
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<tr>
<td>Floodplain Variance</td>
<td>$3,575.00</td>
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<td>$76/$219</td>
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<tr>
<td>Zoning clearance for Building permit review</td>
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<tr>
<td>Class 1: Single Family/Duplex &amp; Access,</td>
<td>$55.00</td>
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<tr>
<td>Class 2: Apartments/Commercial/Industrial</td>
<td>$160.00</td>
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<td>Class 3: ** Apartments/Commercial/Industrial</td>
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<td>Class 4: *** Apartments/Commercial/Industrial</td>
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<tr>
<td>Mining - Reclamation Plan Review - PC</td>
<td>$2,100.00 (plus Class 3 use permit fee)</td>
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<td>$76/$219</td>
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<tr>
<td>Reclamation Annual Insp./Fin Assurance &amp; Rpt.</td>
<td>$380.00</td>
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<td>$76/$219</td>
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<td>Reclamation Plan Amendment - minor(Dir)</td>
<td>$770.00</td>
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<td>$76/$219</td>
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<tr>
<td>Reclamation Plan Amendment - minor(PC)</td>
<td>$1,320.00 (major $2,000.00)</td>
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<td>$76/$219</td>
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<tr>
<td>Reclamation Annual Insp. - idle mine</td>
<td>$200.00 (interim mgnt plan $120.00)</td>
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<td>$76/$219</td>
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<tr>
<td>Environmental Review</td>
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<tr>
<td>Categorical Exemption</td>
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<tr>
<td>Categorical Exemption-other agency prepared</td>
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<tr>
<td>Initial Study-staff prepared w/other entitlement</td>
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<td>$76/$219</td>
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<tr>
<td>Initial Study/Dec - no other entitlement</td>
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<td>$76/$219</td>
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<td>EIR: Applicant Contract with Plan Dir Approved Consultant</td>
<td>Actual Consultant's cost, Estimated deposit required +15% for Admin.</td>
<td>$76/$219</td>
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<td>Preliminary Map &amp; Routing</td>
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<tr>
<td>Planning</td>
<td>$420 + $10/lot</td>
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<tr>
<td>Co-Surveyor</td>
<td>$300.00</td>
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** This fee reduced by half if accompanied with a GPA ($950)

** Over 10 units or Exceeding 20,000 sq. ft.

*** Over 50 units or Exceeding 100,000 sq. ft.

General Plan Maintenance Fee - Additional $50.00 for Class 1 Use Permits & $75.00 for other entitlements (effective 2/16/2013)

Recorders Fees - $14.00 first page + $5.00 for conforming ($14.50), $3.00 each additional page.

### Building Dept fee - Land Division (per lot)

- Building Dept fee - $1,500 + $100/lot
- Total cost $1,600
- 1st parcel $300
- Extra parcels $50

### Building Dept fee - LLA & Merger

- Building Dept fee - $650 + $65/lot
- Total cost $715
- Extra parcels $45

Archaeology Record Check from CSU Chico $75.00 (checks made payable to Research Foundation)

Review of Flood Studies by D.O.T. Engineer - $250 (based on 3 hours average time for review)